



# Vendor Application

Friday, December 4th  
5pm - 9pm

Application Due Date:  
Saturday, October 10, 2015 by 4pm

Please type or print legibly.

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Main #: \_\_\_\_\_ H / W / C Alternate #: \_\_\_\_\_ H / W / C

Email: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

Website: \_\_\_\_\_

## Merchandise Category:

- |   |  |
|---|--|
| <input type="checkbox"/> Apparel              | <input type="checkbox"/> Hobbies         |
| <input type="checkbox"/> Packaged Food        | <input type="checkbox"/> Home Décor      |
| <input type="checkbox"/> Gifts                | <input type="checkbox"/> Jewelry         |
| <input type="checkbox"/> Fine Art/Photography | <input type="checkbox"/> Health/Wellness |
| <input type="checkbox"/> Children             | <input type="checkbox"/> Bath/Spa        |
| <input type="checkbox"/> Other: _____         |  |

## Description of all items being sold (photos also **required**):

Price Range of Merchandise: \$ \_\_\_\_\_

## Booth Space and Equipment Requests\*:

- |   |             |      |          |
|---|-------------|------|----------|
| <input type="checkbox"/> Gym Booth**                                    | 10'w x 10'd | \$40 | \$ _____ |
| <input type="checkbox"/> Electricity<br>(limited availability)          | # _____     | \$10 | \$ _____ |
| <input type="checkbox"/> 6' Rectangular Table<br>(limited availability) | # _____     | \$10 | \$ _____ |
| Subtotal:   |             | \$   | _____    |
| - \$10 for more than 1 booth space (max 2)                              |             | \$ - | _____    |
| Total Due:  |             | \$   | _____    |

\*Quantities of booth space locations, electricity, and tables are limited. Booth spaces and equipment requests will be given on a first come first serve basis. You will be made aware if you are assigned different from your request. Each booth will receive 2 chairs.

\*\*Gym Booth spaces are approximately 10'x10'.

## STAFF USE ONLY

Date & Time Received: \_\_\_\_\_

Received by: \_\_\_\_\_

☐ Approved ☐ Denied

Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_

☐ Cash ☐ Check ☐ Credit Card

**Payment:**

Payment is NOT due with submission of your application. Payment will be due upon acceptance to the Hometown Holidays Craft Fair. All vendors will be notified no later than Wednesday, October 14th of their application status. Accepted vendors will have until Wednesday, October 21st to make payment in person or via phone.

For questions, feel free to give us a call at 817-453-5420.

**Applicant Checklist\*:**

- ☐ Vendor Application
- ☐ Signed Statement of Release
- ☐ Photos of Merchandise

\*Please ensure you are submitting all required items. Incomplete applications may not be considered.

The Hometown Holidays Craft Fair is a juried event. Submission of a Vendor Application does NOT guarantee a booth space in the Fair. **All Vendor Applications are due by October 10 at 4pm. Accepted vendors will be notified no later than October 14.**

All Vendor Applications, and required information, may be submitted in **one** of the following manners:

1. In person or by mail.

Mansfield Activities Center  
Attn: Mary Jones  
106 S. Wisteria St.  
Mansfield, TX 76063

2. By email to mary.jones@mansfieldtexas.gov.

3. Via fax to 817-453-8516 (Attn: Mary Jones).

The undersigned Applicant hereby (a) acknowledges receipt of a copy of the Vendor Agreement, (b) acknowledges its agreement to all the provisions of the Vendor Agreement, (c) understands that submission of Vendor Application does not guarantee a booth, (d) acknowledges there is no refund after acceptance to Hometown Holidays and (e) agrees that, the undersigned Applicant, as a Vendor for Hometown Holidays, Applicant's business name, website, information, likenesses, and images may be used in event-related publicity and materials.

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Signature

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Date

# 2015 Hometown Holidays Craft Fair Vendor Guidelines

## Hometown Holidays Craft Fair Details

Date: Friday, December 4, 2015

Location: Mansfield Activities Center (MAC)

106 S. Wisteria St.  
Mansfield, TX 76063

Hours: Setup: 1-4pm (setup **MUST** be completed by 4pm)

Open to Public: 5-9pm

Breakdown: 9-10pm

## General

- Hometown Holidays Craft Fair is a juried **arts and crafts** fair. Only Applicants that have submitted an application, have been accepted as a vendor, and have paid will be permitted to participate as vendors in the Hometown Holidays Craft Fair.
- Submission of an application does not guarantee acceptance, nor does previous participating in a City of Mansfield event. Each event is considered separately.

## Application Process

- Each proposed arts and crafts vendor must submit a Vendor Application (with all required materials) for the 2015 Hometown Holidays Craft Fair. All applications must be received no later than Saturday, October 10<sup>th</sup> at 4pm.
- Wait List: A wait list will be established for Applicants after the capacity has been met. Applicants will be notified of their acceptance as vendor if a spot becomes available. Payment will be due at time of acceptance.
- Fees: All fees of accepted vendors will be due by Wednesday, October 21, 2015. Payment is **NOT** due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Activities Center (MAC). If payment has not been received by the payment due date, the next vendor on the wait list will be contacted.
- Please read the application carefully. Incomplete applications may not be considered.

## Booth Assignments / Set-up

- Booth set-up time will be provided to Vendors before the Craft Fair between 1-4pm. All Vendors **MUST** be set up by 4pm on Friday, December 4.
- When you arrive, stop by the front desk of the MAC to pick up your vendor packet.
- You may enter through the front doors of the MAC, side doors between the MAC and the library, or back doors behind the gym. The garage door in the gym will also be open for access to the gym (weather permitting).
- Please do not move to another booth space or swap booth locations with another vendor. Booths are carefully assigned to avoid direct competition.
- Two chairs will be provided with every booth.
- Table rentals need to be reserved on the Vendor Application and will be paid for in advance, if accepted. Tables will be available upon the Vendor's arrival for booth set-up. A limited number of tables are available; tables will be provided on a first come, first serve basis.
- Electrical outlets need to be reserved on the Vendor Application and will be paid for in advance, if accepted. A limited number of electrical outlets are available. Vendors will be responsible for their own extension cords. Electricity will be provided on a first come, first serve basis.
- One vendor per direct sales company will be allowed (not all companies guaranteed a booth).
- Some vendors may have competing products, but care is taken to limit the amount of competition.

## Booth Guidelines

- Each Vendor shall operate its business during the 2015 Hometown Holidays Craft Fair in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of the Mansfield Activities Center and the City of Mansfield.
- Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL**

hours of Hometown Holidays unless given specific permission by the Recreation Coordinator for the Mansfield Activities Center. **No Vendor will break-down before 9pm.** Each Vendor must vacate the premises by 10pm.

- **Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application.** The Hometown Holidays staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
- Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. Hometown Holidays and the Mansfield Activities Center will not be able to make change.
- Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the Mansfield Activities Center and Hometown Holidays harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The City of Mansfield does not guarantee sales at Hometown Holidays.

#### **Clean-up**

- No Vendor shall breakdown before 9pm. Each Vendor must vacate the premises by 10pm.
- You may leave rented tables in your booth space.
- Booth area must be left clean. Trash must be left in receptacles or carried out.

#### **Cancellations**

- If you need to cancel your Vendor Application before the application deadline, please notify us as soon as possible.
- No refunds will be made to Vendors who cancel after they have been given their acceptance to Hometown Holidays Craft Fair and have paid.
- If you cannot make it on the day of Hometown Holidays, call 817-453-5420 ext. 3683 or email [mary.jones@mansfieldtexas.gov](mailto:mary.jones@mansfieldtexas.gov) as early as possible (no refunds will be issued).
- Hometown Holidays may be rescheduled, if needed, due to inclement weather. If this occurs, vendors will be refunded their money.

#### **Parking**

- We will have designated vendor parking. If accepted, Vendors will be notified of where to park.

#### **Miscellaneous**

- Vendor Health Permits: Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by Tarrant County Health Department. Vendors will be required to display a current Health Permit issued by Tarrant County.
- If you need assistance at any time during Hometown Holidays, please let one of our staff know. Staff is able to watch your booth for a few minutes if you need to use the restroom or purchase food.

**Please keep the Vendor Guidelines for future reference and for your records.**

**2015 Hometown Holidays Craft Fair**  
**Statement of Release**

I have read the rules and regulations of Hometown Holidays Craft Fair and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield, the Mansfield Activities Center, and the Hometown Holidays staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

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Signature

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Date

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Print Name

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Business Name